

C O N F I D E N T I A L

READ & DESTROY

14 April 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
Period Ending 14 April 1983

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1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

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2. Items or Events of Major Interest that have Occurred During the Preceding Week:

a. New Building Design: Members of the Building Planning Staff and construction specialists from the General Services Administration are participating in the first major design review for the proposed new building on the Headquarters compound. The review is to be completed by 24 April 1983, at which time design activities will be accelerated. UNCODED

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b. Office of Communications (OC) Recapitalization Program Optional Character Readers (OCR): On 5 April 1983, the Agency Contract Review Board (ACRB) approved the purchase of 113 OCR's over the next five years

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c. Furniture for the Renovated Polygraph Center: Approximately 60 pieces of furniture were removed from lot storage and delivered to the Headquarters Building for the Office of Security. The furniture is for the renovated Polygraph Center.

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d. Executive Dining Area: On 9 and 10 April 1983, GSA performed renovations in the Executive Dining Room kitchen area, including installation of a mixing box in the ceiling to provide cooler air in the Director's Dining Room. In addition, they fabricated a new countertop; retiled some floor areas; and relocated freezers, refrigerators, the icemaker, and a working table to make more space in the kitchen areas. []

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e. LIMS: On 12 April, the LIMS Source Selection Board unanimously recommended that [] be selected as the LIMS development contractor. This recommendation will be presented to the Source Selection Authority for approval.

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The Office has issued a preliminary draft of a LIMS data element dictionary. It now contains about 400 definitions and is expected to reach 800; this listing will be used by the development contractor in building the new system. This dictionary is important to the Offices of Logistics and Finance in that it will become a common reference for all users of the system. This document, when completed, will provide a first ever compilation of common terms and their definitions. []

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f. FBIS [] Program: April 13 marked the inauguration for production of two of the FBIS daily reports from output produced via the FBIS [] system. Prior to the change, typewriter copies of the Daily Report pages were furnished to the Printing and Photography Division (P&PD), OL, for photographing and subsequent printing. The change to the [] system now provides a compatible format for producing pages on P&PD photo typesetting equipment and the new laser platemaker. The conversion to typesetting reflects a significant change in text processing procedures and will provide a more readable format for FBIS Daily Report consumers. []

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g. Preparations for EEO Move: The electrical and telephone changes were completed by the owners of the Ames Building for the move of the Office of Equal Employment Opportunity from the Chamber of Commerce Building to their new location in Rooms 722 through 736, Ames Building. Also, the entire office area was painted with less than a week's notice to accommodate the new tenants. []

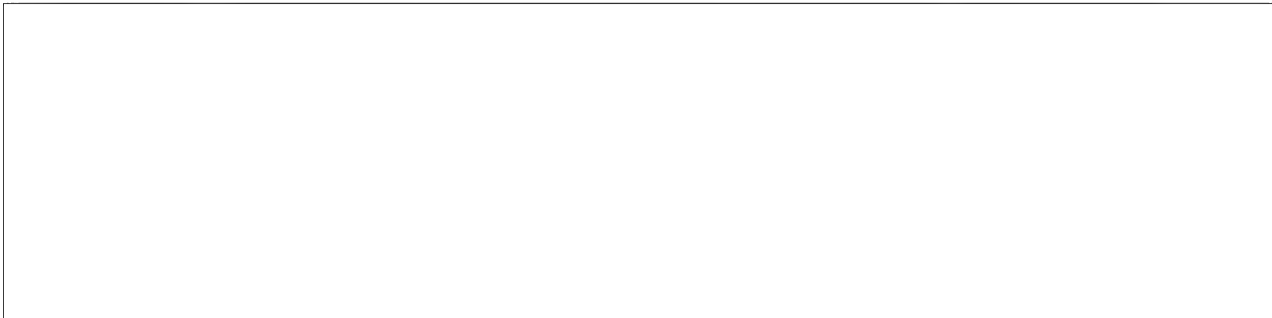
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3. Significant Events Anticipated During the Coming Week:

Power Outage: On Saturday, April 16, the Printing and Photography Division's main plant will be closed from 8 to 10 hours commencing at 8:00 a.m. Electricians will be upgrading the major circuit breakers for the building and all operations will be shut down during that period. [redacted]

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